**BORROWING INSTRUCTION SHEET**

[ ]  I confirm that my client has received a Statement of Advice (SoA) and the preparation of these documents is consistent with that advice.

[ ]  My client will require a Statement of Advice

[ ]  I am interested in discussing loan broker options for my client

**Checklist of Items to Include with Order Form**

[ ]  Copy of trust deed (full trust deed required – not just clauses related to borrowing)

[ ]  If trust deed is to be amended to allow for borrowing, copy of completed Deed Amendment form: [Deed Amendment Form](https://www.tagfinancial.com.au/fund-establishment-amendments)

[ ]  If purchasing property, copy of Title or Contract of Sale

[ ]  SMSF Investment Strategy

[ ]  Signed declaration

Email this form along with the documentation outlined above to super@tagfinancial.com.au

**Declaration**

* I declare that the information set out in this form is accurate and complete, and I acknowledge that Topdocs and its legal advisors will rely on this information to complete the documentation for the Fund and to prepare the letter of legal oversight.
* I declare that I am authorised to complete this form on behalf of the Trustee of the Fund.

Name

 / /

Date

|  |
| --- |
| **Fund Details** |
| Fund name  |  |
| Fund Establishment Date |  |
| If Fund was established prior to 24/9/07, please advise if you require a deed amendment | [ ]  Yes[ ]  No |
| Trustee company name  |  |
| Trustee company A.C.N. |  |
| Director Name 1 | [ ]  Director[ ]  Member |
| Director Name 2  | [ ]  Director[ ]  Member |
| Director Name 3  | [ ]  Director[ ]  Member |
| Director Name 4  | [ ]  Director[ ]  Member |
| Trustee Name 1 | [ ]  Director[ ]  Member |
| Trustee Name 2  | [ ]  Trustee[ ]  Member |
| Trustee Name 3  | [ ]  Trustee[ ]  Member |
| Trustee Name 4  | [ ]  Trustee[ ]  Member |
| Address of Fund |  |
| Address of Trustees of Fund |  |
| **Bare Trust Details** |  |
| Bare Trust (preferred) Name |  |
| Bare Trust Address |  |
| Bare Trustee company name(if no preference given, we will select name – such as Fund Name Instalment Pty Ltd)(if using existing company, please also provide A.C.N.) |  |
| Bare Trustee company name(2nd preference in case name selected) |  |
| Bare Trustee company name(3rd preference in case name selected) |  |
| Director 1 Name |  |
| Director 1 Date of Birth |  |
| Director 1 Town, State and Country of Birth |  |
| Director 1 Address |  |
| Director 2 Name |  |
| Director 2 Date of Birth |  |
| Director 2 Town, State and Country of Birth |  |
| Director 2 Address |  |
| Director 3 Name |  |
| Director 3 Date of Birth |  |
| Director 3 Town, State and Country of Birth |  |
| Director 3 Address |  |
| Director 4 Name |  |
| Director 4 Date of Birth |  |
| Director 4 Town, State and Country of Birth |  |
| Director 4 Address |  |
| **Asset Details** |  |
| What asset is to be purchased using the borrowing rules(i.e. residential property, commercial property, shares, managed funds, units in unit trust, etc) |  |
| Is the borrowing going to be from a bank or related party borrowing? | [ ]  Bank[ ]  Related Party |
| Asset purchase price |  |
| Date of acquisition |  |
| **Loan Details** |  |
| Lender Name (i.e. bank name, related party name – if related party company, please include names of directors of company) |  |
| Lender A.C.N. |  |
| Lender’s account details to which payments by fund will be made | Account name:Bank name:BSB:Account number: |
| Lender Address |  |
| Loan amount |  |
| Loan term (in years) |  |
| Loan commencement date |  |
| Loan Interest rate (if related party loan, please provide a benchmark rate – i.e. ABC Bank variable home loan rate) |  |
| **Vendor Details** |  |
| Vendor Name  |  |
| Vendor Address |  |
| Is the vendor a related party of the fund | [ ]  Yes[ ]  No |
| **Property Details** |  |
| Property Purchase Price |  |
| Property Type | [ ]  Residential [ ]  Commercial[ ]  Industrial [ ]  Rural |
| Certificate of Title |  |
| Date of Contract |  |
| Settlement Date |  |
| Lease Agreement (if the property is currently being leased) |  |
| Do the members intend to lease the property post the purchase? (please circle) | [ ]  Yes[ ]  No |
| Lessee Name and A.C.N. (if known) |  |
| Is the property being purchased off the plan? (please circle) | [ ]  Yes[ ]  No |
| Are there multiple titles? (i.e. separate title for apartment and carpark)  | [ ]  Yes[ ]  No |